



# Security Policy

This Policy document relates to the operation of:  
*GBNFC Group*

*Grendon & Billesley Nursery at Grendon Rd, B14 4RB*  
*GBNFC Children's Centre - based at the Chinnbrook Centre*  
*GBNFC Group at the Chinnbrook Centre B13 OET*  
*Hollywood Pre-school Daycare - based at Hollywood J & I School B14 4TG*

Date Agreed by the Management Board: September 2019

Review: September 2020

Signature: 

## Security

### Policy Statement

(including visitors)

Our settings recognise their duty to provide an environment where children, staff and authorised visitors will feel safe and secure.

### Procedure

#### 1) Objectives

- Protection and safeguarding of children, staff and authorised visitors
- Avoidance of theft, loss or damage to goods, property, equipment, resources or records
- Maintenance of parental confidence
- Compliance with Legislation

#### 2) Appointment of Staff

- This will be rigorous.
- It is a statutory requirement that before formal appointment, all staff who are to work with children must undergo a satisfactory check by the Disclosure & Barring Service (DBS).
- References will always be asked for and will always be taken up. The identity of referees will be checked and verified.

#### 3) Risk Assessment

Our settings security risk assessments cover all areas and involves all staff. Issues covered in the risk assessment include:

- emergency evacuations and alarms
- fire
- child safety indoors and outdoors
- petty theft

- serious criminal offences including violence, intruders and abduction of a pupil.

#### 4) Visitors

It is important to prevent unauthorised entry to the premises at all times.

While sessions are in process, entry for visitors is restricted at all times. The door to nursery is kept locked and visitors should ring the entry bell to gain admittance.

Visitors are monitored and are always escorted while on the premises.

If a visitor enters the premises and refuses to leave, this behaviour may give rise to a criminal offence. Staff will request the person to leave the premises but should not place themselves in a position of risk. If violence is threatened, if there is a breach of the peace, or a likelihood of this, the police will be informed by an emergency call, panic alarms can be activated at any point.

#### 5) Special Considerations

Young children need a high level of care and security. No child should be left alone with an adult who has not been checked by the Criminal Records Bureau (DBS) and staff should ensure that any adult collecting a child has permission and authority to do so.

#### 6) Staff Training

Our settings makes every effort to ensure that staff are trained and instructed in appropriate security measures. Staff should:

- be aware of the need to safeguard valuables and personal possessions
- ensure that visitors and contractors are escorted at all times
- politely challenge any unescorted people that they do not recognise
- wear their identification badge/carry their access card at all times (where such badges/cards have been issued)
- ensure that windows, doors and storage areas are shut and locked at the end of each day



## 7) IT Security and Confidential Information

Confidential information is stored on paper, in electronic form or in people's memories.

Written material should never be left lying around. The setting operates a clear desk policy and filing cabinets must be locked when not in use.

Password access is provided for computers and these should be turned off when not in use. Passwords are held securely, but are accessible to the manager. Electronically recorded data is regularly backed up and stored off-site.

Staff are reminded that their employment contract terms include a confidentiality clause, a breach of which would make them subject to the normal disciplinary procedures.

### Visitors

It is our policy to encourage visits to the setting by various people who could help the children's learning and development, such as health professionals, police, fire fighters, as well as entertainers and storytellers.

Parents and students may also visit to act as helpers for various activities.

### Procedure

All staff should follow the procedure below for all visitors.

- Visitors should be required to sign in, giving their name, and company if relevant, purpose of visit and time of arrival and departure.
- Visitors should not be left alone with the children at any time.
- Visitors should be made aware of basic health and safety precautions by being given the visitors' information leaflet kept where visitors sign in. Visitors should be asked to sign to say they have read the information.
- Regular visitors, ie those visiting more than once a month, must have suitability checks carried out on them by the manager.
- Staff ratios should be maintained at all times, including when visitors are being escorted.

